Web-Based Time and Attendance Distribution System (WebTADS)

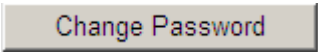**TOPIC: Change Password Guidelines**

Where: Change Password Page (from Leave Balances screen)
Who: All users
When: Anytime

Procedure:
1. Click the change password link.   Change Password

2. This brings you to the change password page. Guidelines for creating/changing passwords according to IT Security requirements are on this page. Note: This screen will also appear automatically upon login when a user's password has expired.

My Timesheet	List Timesheets	Reports	Administration	Online Support	Logout

This form is used to change an account password.
You must type the new password two times to verify the spelling.

The password must mix upper and lower characters, and have at least one number.

Passwords with alphabetical (abc), keyboard (qwerty), and numerical (1234) series are not allowed.

Repetitive, numerical or alphabetical series, and keyboard patterns (e.g. "abc", "qwerty", "1234", "mnbvc", "111Joe111") are not allowed.

The password must be 8 to 12 characters long. Sample password: Example1

Make sure that you memorize your new password so that you can log back into WebTADS.

Account Password

Change Password: [   ]   Confirm Password: [   ]
Click Submit to make   Submit
the change.

3. Type the new password in twice (once to change, once to confirm spelling).
4. Click the Submit button.

Result #1: If the password is acceptable according to the guidelines, a screen will appear that confirms the password has been changed. Click Ok.

Password Changed Successfully
This password has been updated
Ok

Result #2: If the password is not acceptable according to the guidelines, a red error will appear that indicates why the password is not accepted.

Password not accepted. (Entries did not match.)

Special Considerations:

- The password must have 8 to 12 characters.
- The password must be comprised of at least three of the following sets of characters: uppercase letters, lowercase letters, numbers, and special characters.

- The password can not contain the user's ID, trivial names, repetitive or keyboard patterns (e.g., "abc#abc#", "1234", "qwer"", "mnbvc", or "aaa#aaaa").

Examples of Conforming Passwords:

- G00dl1ne
- #fifoo99
- yOOcka306
- laZoosas

Examples of Non-Conforming Passwords:

- Smith123 (The password can not contain the user's ID)
- BadPASS (The password must contain at least one character from three of the following sets of characters: uppercase letters, lowercase letters, numbers, and special characters)
- htimS#390- (The password can not contain the user's ID spelled backwards)
- Short (The password must have a minimum of eight characters)
- 123abcABC (The password can not contain keyboard patterns)

WebTADS will prompt users for a new password every 60 days as required by NASA guideline NPR2810.1, which states that passwords must be changed every 60 days for Business and Restricted Technology (BRT) systems. WebTADS is classified as a BRT system. However, users may change their password at any time by clicking on the "Change Password" icon on the Leave Balances page.